

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Management Analyst 3</i>	DIVISION: <i>PSS</i>	DEPARTMENT: <i>Evaluation Department</i>
WORKING TITLE: <i>Management Analyst 3</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>732001 - Social Program Administrator 2</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>63213</i>	PCN: <i>732005 & 732003</i> PAY RANGE: <i>28</i>	REVISION DATE: <i>4/16</i>
EQUIPMENT USED: <i>telephone calculator printer</i> <i>computer copying machine automobile</i>		
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of major core coursework for Bachelor's degree in Business Administration: Management Science or Public Administration and 12 mos. exp. in development, organization and implementation of management information, evaluation & monitoring systems (or 4 years exp. in development, organization and implementation of management information, evaluation and monitoring systems); or equivalent; or 6 mos. exp. as Management Analyst 2.</i> PREFERRED: <i>Master's degree; background in quantitative analysis, policy, evaluation and research; several years exp. in related field; computer literacy and the ability to use word processing, spreadsheet, database query tools and graphics software. Will accept a degree in a field requiring substantive quantitative analysis skills; 12 mos. exp. in development, organization and implementation of management information, evaluation</i>		
PURPOSE: <i>Employee is responsible for supporting the quality of Agency case assessments, case plans, service delivery, case progress and client outcomes through a variety of case review mechanisms (established or to be developed) and other data reporting systems (established or to be developed) to ascertain program and staff performance which produce the best results for children, and also to identify areas of non-compliance with federal/state/local/agency standards; also responsible for assessing the effectiveness of contract agency services in producing positive outcomes for children. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>		
40% 35% 20% 5%	JOB DUTIES: <i>Queries and analyzes data. Develops data structure and reporting tools.</i> <i>Conducts research, assists in survey development and administration, and manages evaluation projects.</i> <i>Communicates research results and evaluation findings to staff by means of written reports, presentations to large and small groups, and one-on-one meetings.</i> <i>Performs other related duties as assigned.</i>	
List no. of positions and Class Titles of positions supervised N/A		<div style="border-top: 1px solid black; width: 100%;"></div> Signature of Agency Representative
		<div style="border-top: 1px solid black; width: 100%;"></div> Date